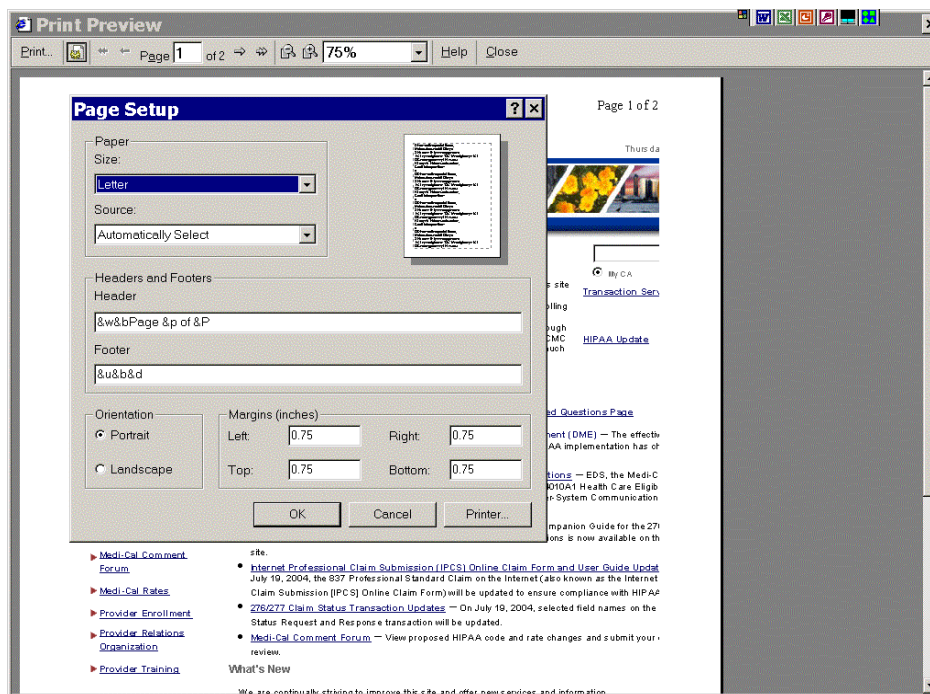


# This Computes!



## Department of Health Services Children's Medical Services Network (CMS Net) - Information Bulletin # 61

### Printing SAR Letters in CMS Net Web:



When printing SAR's and the accompanying letters, the printer will print the page number at the top of the page and the website link at the bottom of the page. This produces a less than desirable looking document and has led to some confusion on the part of the family and providers who may only receive one of the pages that were printed.

It is possible to prevent the page and website information from printing on your letters.

Open a web page, it does not have to be CMS Net, any web page will do. Click on the "File" tab, then click on the "Page Setup" tab. You should see the screen above; delete the characters in the Header box to remove the page information and the characters in the Footer box to remove the website information.

# This Computes!



This will stop this information from being printed on your forms and letters. However, it will also remove this information from any web printing you do, so if you use your machine for other purposes you can simply retype the information you deleted and the page and web information will print again.

Reprints of the SAR letters can be printed from the CMS Net legacy system (Event Tracking, Correspondence function) and reprints of the SAR form can be printed via the "Print" tab in CMS Net Web.

## **Concurrent use of CMS Net and CMS Net Web:**

A user may be in the CMS Net legacy system and CMS Net Web at the same time but should not be in the same patient record in both systems simultaneously. This could potentially cause a program error.

## **Issuing a SAR for a Brand Name Drug:**

When issuing a SAR for a brand name drug, the user must manually enter the NDC code referenced by the Provider. The NDC code will not be displayed in the formulary file. The only drugs listed in the formulary file are the drugs requiring specific authorization. The user must have SAR Override in order to manually enter the NDC code as follows:

1. Enter required information on the Enter SAR screen
2. Select "Add Services"
3. Enter the NDC code under the "Drugs Requiring Specific Authorization" section on the "Search – Service Code" screen and select "Search"
4. The message "No Matching Records Found" will be displayed on the "Search – Select Services" screen with a section to add the manual NDC code. Enter the 11-digit code in the section labeled "Type" and click on "Continue".
5. The NDC code will be added to the SAR form without a description. The description should be entered in the "Special Instructions" field.